

approved 4/20/2011

**Minutes of the Oglethorpe County Library  
Board of Trustees  
January 19, 2011**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Charles Dyer, Greg Jones, Tony Nation, Brenda Moody, Gloria Gabriel, Judy Arnold, Brenda Yeany

**Call to Order:** Tom Gresham

**Approval of October Minutes:** Motion made by Charles Dyer, 2<sup>nd</sup> by Judy Arnold

**Public Input:** none

**Friends of the Library:** Tiffany reported that the Friends of the Library hosted a Meet the Author and Book Signing for "Alexandra" by Stephanie Ayers on November 7, 2010. In October, the Friends donated another 5 tables for the meeting room. One meeting was held during the month of November. The Fall Book Sale brought in a total of \$1,160.70 and the group is currently planning a spring book sale for March 19-20, 2011 which will be a bag sale to try to cut down on the large inventory of leftover books from previous sales.

**Branch Manager's Report:** Please see attached. Tom Gresham acknowledged how many programs that the library was now offering and expressed how much he enjoyed seeing the library in the local newspaper every week. He also mentioned that he wants to have a continuous rise in library numbers.

**Financial Reports:** see green sheets. Fines and Fee money as well as copy money is continuing to increase. Mrs. Ames suggested that at any time a Board Member would like to see information or talk about financial matters, they can call Mamie at the main branch to set up an appointment to stop by. Mrs. Ames also mentioned that the reserve is there for the Board to use if and when they decide to update the furniture, walls, carpet, etc.

**Regional Reports:** Mrs. Ames stated that library usage has always been cyclical and there is always a rise and fall in circulation numbers and patron count. Mrs. Ames did suggest that members could use Google Analytical to try hits to a webpage. The Region has had 2 million visits to their webpage via Google Analytical information. She mentioned that the BOE is looking at the budget in Oglethorpe County.

**Legislative Day:** Mrs. Ames mentioned that next Thursday, the 27<sup>th</sup> would be Public Library Hot Dog Day and all legislatures had been invited. She mentioned the lobby for the building project in Royston and that any funds we received would go towards the purchase of e-books. Mrs. Ames also stated that the CSPLOST, the 1 cent additional tax for Oconee County would also benefit Oglethorpe County library. February 14 is set as Georgia Library Day which gives anyone the opportunity to go to Atlanta and talk to

legislature. Mrs. Ames stated that she would be happy to go with anyone interested in attending the session.

**Construction in Athens:** Donna mentioned with the construction in Athens, Oglethorpe may help with space. Mrs. Ames stated that an Athens employee could be re-assigned to Oglethorpe during the construction process to keep the employee's skills. She stated that essentially it would be free labor due to the fact that Athens would still pay the employee's salary. Tiffany agreed that this would be a great idea since the library is understaffed anyway and we could definitely benefit from added employees. The Board agreed to this temporary employment situation. Mrs. Ames stated it would be late April to the first of May before the changes happen.

**Old Business:** Tom Gresham mentioned that the meeting room reservation form he had did not include the \$20 banquet fee. However, a newer version of the meeting room policy and reservation form has been handed out and everyone should now have a version with a date of 10-29-2010.

**New Business:** Tom Gresham is our newly elected Chairman and also the only Regional Representative for Oglethorpe County. Mrs. Ames stated he could appoint two other members for two year terms. Tom recommended Brenda Yeany due to her seniority of serving on the Board, however Brenda decided to decline. Tom also recommended Judy Arnold who accepted this task. New Board Member, Gloria Gabriel volunteered to serve as our other Regional Representative stating she would be happy to although she does not know very much just starting her term. Mrs. Ames announced there would be a Trustee Training Workshop in May in Watkinsville and Tom Gresham urged all to attend.

**Next Meeting:** Wednesday, April 20, 2011 at 4pm in the Oglethorpe County Library meeting room

**Adjournment:** Tom Gresham made motion, 2<sup>nd</sup> by Judy Arnold and meeting was adjourned.

April 21, 2011

Billy Pittard, Chairman  
Oglethorpe County Board of Commissioners  
P.O. Box 261  
Lexington, GA 30648

Dear Mr. Pittard:

This letter is to register concerns about the recent lane changes effected by the Georgia Department of Transportation near the driveway entrance of the Oglethorpe County Library, located at 858 Athens Road, Lexington, Georgia 30648.

There is a deceleration lane for the Library's driveway for traffic west-bound on US 78. Previously, there were two east-bound lanes on US 78 in front of the Library, allowing east-bound Library visitors to use the left lane as a turn lane into the driveway.

Recently US 78 was re-striped, ending the dual east-bound lanes prior to reaching the Library entrance. Now there is a yellow traffic-striped space, bordered on both sides by solid double-yellow lines, directly in front of the Library's driveway, essentially making it illegal to make a left-hand turn into the Library from US 78 East.

As many people are confused by these new lane markings and are unaware of possible risks, many Library visitors continue to turn left from the highway into the driveway. Since this is a heavily-traveled section of US 78, including numerous large trucks, the danger of being rear-ended now appears serious. Oglethorpe County Library is visited by over 70,000 people each year; the Library Board of Trustees would like the opportunity to share its concerns over the safety of our patrons as they enter our campus from the highway. It is our hope that the present roadway marking configuration, which we feel is inconvenient and unsafe, may be reexamined and remedied quickly. We seek your assistance in voicing our concerns to the Georgia DOT.

Thank you,



Tom Gresham, Chairman  
Oglethorpe County Library Board of Trustees

Cc: Katherine Ames, Director, Athens Regional Library System

April 21, 2011

Billy Pittard, Chairman  
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P.O. Box 261  
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Thank you,



Tom Gresham, Chairman  
Oglethorpe County Library Board of Trustees

Cc: Katherine Ames, Director, Athens Regional Library System

FW: Fwd: Turn Lane at Buddy Faust

From: Kathryn S. Ames

Sent: Tue, Apr 26, 2011 at 1:56 pm

To: Mark Katzman

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Mark, please put this message into the correspondence file. I think I gave you a copy of the letter Tom sent. Put together in the correspondence file. Thanks.

-----Original Message-----

From: searcheo@aol.com

Sent: Tuesday, April 26, 2011 12:44pm

To: kames@athenslibrary.org, tspeed@athenslibrary.org, dbrumby@athenslibrary.org

Subject: Fwd: Turn Lane at Buddy Faust

To all,

Billy Pittard reviewed our concerns about the turn into the Oglethorpe Library and has taken action, per his email below.

Tom Gresham

-----Original Message-----

From: Billy Pittard <bilypittard@windstream.net>

To: bgibbs <bgibbs@dot.ga.gov>

Cc: Tom Gresham <searcheo@aol.com>; Julie Noltensmeier <julien715@windstream.net>; Kelly Myers <kmyers0213@windstream.net>; 'Shonda' <sbpeterman@windstream.net>

Sent: Tue, Apr 26, 2011 9:45 am

Subject: Turn Lane at Buddy Faust

Good Morning Brian,

I have an attachment that identifies a concern with the turn lane on SR 10 at Buddy Faust. Although the turn lane appears to have resolved the issue at Buddy Faust, it appears to have created other concerns. I have driven the route, experienced the problem, and agree that we need to see if there is anything that can be done.

I realize that you have changed jobs within GDOT, and may not currently be the appropriate person to address with the issue. If this is the case, can you please forward the email to the appropriate individual and copy me on the forwarded email.

Hope all is going well with the new job!

Sincerely, Billy

Approved 7/20/11

**Minutes of the Oglethorpe County Library  
Board of Trustees  
April 20, 2011**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Greg Jones, Tony Nation, Sam Nash, Tricia Mathis, Gloria Gabriel  
**Call to Order:** Tom Gresham

**Approval of January 2010 Minutes:** Motion made by Gloria Gabriel, 2<sup>nd</sup> by Tom Gresham

**Public Input:** Tom Gresham chose this time to recognize Greg Jones as an active leader whiling serving as Chairman of the Library Board. Tom spoke fondly of the exemplary performance of Greg as a member, leader, spokesman, and advocate for the library. Mr. Gresham took this opportunity to thank Greg for his hard work for the past 10 years as an active member of the Oglethorpe County Library Board. Kathryn Ames presented a book to the Oglethorpe County Library in honor of Greg's 10 years of service and emphasized how enjoyable working with Greg had been for the past ten years.

**Friends of the Library:** Gloria Gabriel volunteered for the Friends of the Library to call current members and verify or update the information that exists and try to add an email address although she did report that most current members of the Friends of the Library do not check their email accounts. For additional information of Friends activities, please refer to the second page of the Branch Manager's Report under section Friends of the Library.

**Branch Manager's Report:** Please see attached. Tom did comment that there were a lot of activities that the library was currently providing and stated that he hoped that more could be added.

**Regional Report:** Mrs. Ames reports that the library has received more revenue than it has spent which is good. She noted that the telephone bill would be off set by the e-rate check that we will receive in October. She explained that during the construction phase that the main library will be offering supplies to the libraries within the region that were currently "stored" there. She explained that anything that the branch manager may need can be requested and if the item/s can be located, they will be sent without charge. Mrs. Ames also reported that Phil from the main branch has arrived to help out here in Oglethorpe during the first year and a half. He has set up his temporary office in one of the work study rooms and will perform cataloging duties and help with circulation. She requested that Board Members take a moment to say "Hello" and welcome Phil to the library. Mrs. Ames did mention that there will be a 14.58% reduction from the state in next year's budget. She explained that the reductions would affect book funds, outreach, and possibly courier services. She explained that we would need to come up with innovative economical solutions to factor in these reductions without the loss of services to our patrons. There is a free workshop, "Who's in Charge?", being offered at the library in Watkinsville to learn responsibilities as a public Board Member and she encouraged all of the Board Members to attend. She also provided a handout with detailed information about this free workshop

Donna spoke with the Board about a Work Ready Grant that Tiffany and Margaret are trying to obtain with Cary Fordyce with the Chamber of Commerce and Megan with the Oglethorpe County High School. This grant will focus on the increase in the graduation rate of high school seniors. She also mentioned to due the construction process in both Madison County Library and the Athens Library that the Oglethorpe County Library will likely see an increase in the amount of items circulating via courier services, emphasizing it is essential to continue funding the courier services.

**Old Business:** Tiffany presented the Board with a printout of the pie chart that explains the exact percentage of 2010 funding the library received from the county. Tiffany did mention that some organizations in the county have already received cuts.

**Board Member Expirations:** Two Board Members' term expire on April 30, 2011 one is Greg Jones who has served 10 years and is not eligible for reappointment, the other Jodi Higgins who was not present but did send Tiffany an email stating that she would not choose to serve an additional five year term due to the fact that she is returning to school and will not have the time. Donna stated that this leaves two vacant positions on the library board, one who represents the Board of Education and the other who represents the County Commission. Tiffany suggested that Greg Jones speak with Ralph at the local newspaper and explain his duties as a Board Member and offer some thoughtful insight on what it is that a Board Member actually does for the library. Tiffany will submit a picture of the book presentation to the paper also with a short caption explaining that people in the community that are interested in serving on the Library Board can find out more information by contacting the library. Mrs. Ames recommended that the appointment of Board Members happen prior to the July meeting. Tom suggested that the deadline for applications be mid-May and that Tiffany e-mail everyone currently on the Board to come in for a special meeting to make recommendations to the Board of Education and Board of Commissioners once the applications are received at the library.

**Updating Mural:** Tiffany presented the Board with several cost estimates for updating the mural in the children's area. Please see white sheet appropriately titled for further information. Mrs. Ames stressed her concern with employees climbing a ladder in order to decorate the area per theme insisting that they take extreme caution when decorating the wall from the ladder. Tom Gresham stated that he thought the idea of incorporating a theme with holidays or monthly events would be wonderful. Tricia Mathis made a motion to allow \$500 from the Net Fund Equity (Reserve) account to fund the update procedure allowing Tiffany leniency to choose what would work best for decorating and employee safety. Gloria Gabriel 2<sup>nd</sup> the motion.

**Next Meeting:** Wednesday, July 20<sup>th</sup>, 2011 at 4:00pm.

**Adjourn:** Tom Gresham made motion, 2<sup>nd</sup> by Gloria Gabriel and the meeting was adjourned.



approved 10/19/11

**Minutes of the Oglethorpe County Library  
Board of Trustees  
July 20, 2011**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Brenda Yeany, Charles Dyer, Howard Shapiro, Brenda Moody, Gloria Gabriel, Jean Westmacott, Sam Nash, Tricia Mathis, Judy Arnold

**Call to Order:** Tom Gresham

**Approval of April Minutes:** Motion by Gloria Gabriel, 2<sup>nd</sup> by Charles Dyer

**Public Input:** none

**Friends of the Library:** Please refer to the third page of the Branch Manager's Report titled "Friends of the Library". Gloria Gabriel mentioned that the last Friends meeting that she attended had very low attendance and wanted to bring it to the Board members attention that this is a very important part of the library and encouraged everyone to attend the meetings. Brenda Yeany mentioned that she once again donated her \$100 and challenged the other members to do the same. Charles Dyer volunteered to pick up the books from Baker and Taylor and encouraged everyone to volunteer with the set up of the book sale.

**Branch Manager's Report:** Please see attached

**Regional Reports:** (Green Sheet) Mrs. Ames mentioned that we began a new fiscal year on July 1, 2011. She did state that we ended last fiscal year better than what we had budgeted. As of the end of the fiscal year, we have yet to receive any of the checks from the little cities, but she is hoping that will be resolved as we do not normally expect it until after January 1<sup>st</sup> when the cities have had time to receive tax money. Tom inquired if additional letters would be sent out and Mrs. Ames did say that Mamie would send out another reminder. However, if by October of 2011 we still have not received anything then the Board will be called into action to approach these cities. Mrs. Ames stated that we did end the year with a positive cash flow of \$3,142.62 which will go into the Net Fund Equity (Reserve) account. She urged Tiffany to think about the amount in the equipment category as some of the computers are older and we should try to start replacing them. That amount will carry over to the current fiscal year. Overall, she stated we were in very good shape. She did mention that we are over on the phone because we have not received the E-rate reimbursement check, but once it is received sometime in October it will offset the bill. Mrs. Ames also mentioned that the amount in the Reserve is set aside for the Board to make building and other library improvements; however the region is required by the auditor to set aside 1 month operating expense as well as vacation liability if Tiffany decides to resign as the library would owe her for vacation time.

Mrs. Ames also discussed the "Who's in Charge?" workshop (handout) that was held by Lyn Hopper at the Oconee County Library in May. Board Member, Gloria Gabriel was in attendance. Mrs. Ames did point out the 5 responsibilities and mentioned that the Board members needed to focus on #1 - Strategic Planning. This would focus on reestablishing the road map of what we want to accomplish in the next couple of years. She also stressed the importance of having the 3 Regional Board Members participate in the Regional Board Meetings as their main purpose is to evaluate and hire the Director. Finally and most importantly is #5-Advocacy making sure that we all are working together to let the community know what is going on and know our needs as a whole. Mrs. Ames also recognized the Friends of the Library for stepping forward and helping with the Grassroots program and supporting the Summer Reading Program. She did emphasize the need to always promote the library in any situation and anytime the opportunity arises to speak with legislature. Mrs. Ames expressed the comparison of the decrease in budget by stating a few years back the book budget was 60 cents per capita and this year has been reduced to 12 cents and that is before the subtraction of services including regional electronic resources which will work out to about 8cents per capita. Oglethorpe County has about 15,000 people and that amount will not go very far so the importance speaking with legislature to support the purchase of new library materials is crucial to the continued success of public libraries. She invited all Board members to attend the Regional Board Meeting the next day at 3:30 where the reduction of the budget would be discussed further.

Donna Brumby stated that although some staff members are new she felt that we had a very good staff in place at the library now. She also stated that the Grassroots program brought a lot of awareness to what the Oglethorpe Library has to offer to the community and due to the success of this program many individuals will now continue to return to the library for the other services we have to offer them.

Brenda Moody did inquire about the library receiving donations of gently used to almost brand new books from individuals who purchase from Amazon and other resources. After some discussion Brenda has decided to rally her friends into book drive of sorts and donate said books to the library to add to the collection or to sale at the next book sale in the fall.

**New Board Members:** Tom suggested that everyone present in the meeting go around and introduce themselves as a way of welcoming the two new Board Members: Jean Westmacott from Stephens and Howard Shapiro, a returning Member from Lexington.

**Materials Reconsideration Committee Recommendation:** Upon the recommendation of the Committee Members, the Board decided to purchase two additional copies of the YA version of The Diary of a Young Girl: Anne Frank. Tiffany will type and send a letter to Mrs. Capers informing her of the decision along with a copy of the ARLS policies for Materials Reconsideration. Motion by Tricia Mathis, 2<sup>nd</sup> by Charles Dyer and all Members were in favor of decision.

**Patron Profile Restrictions (Gloria Gabriel):** Gloria expressed her concern of children over the age of 10 that are not required by policy to be accompanied by a parent in the library and has a valid library card has access to all materials that are available from library. She suggested that a solution would be to add an additional statement on the application form which a parent must sign to allow the child to have access to all library materials. Otherwise, have a "flag" in the computer system that alerts the staff at the circulation desk that the child that is trying to check out material that is catalogued as "Adult" cannot do so, due to the parent NOT signing the statement on the application form unless the parent is with the child and allows the continuation of the check-out process. Brenda Moody voiced her concern of this solution proposing the liability on library staff if a mistake is made and instead suggested requiring a signature on the application form for a statement indicating the parent understands that while inside the library their child will have access to all library materials and it is their responsibility to monitor the materials that their child borrows from the library. Charles Dyer agreed that changing the statement in which the parent signs for the child's card would be the best scenario which would inform parents that they are responsibly both fiscally and content supervision. Sam Nash proposed the idea of creating a "Parent Should Know" Handout that staff could present to parents. Donna volunteered to work on this project and create a positive handout. After a lengthy discussion, reviewing the existing application form, and mixed feelings from Board Members, Gloria will present this issue and her concerns, as well as possible statements for the registration form to the Regional Board at the next meeting.

**Next Meeting:** Wednesday, October 19, 2011 at 4pm

**Adjournment:** Howard Shapiro made motion, 2<sup>nd</sup> by Brenda Yeany and meeting was adjourned.

# OGLETHORPE COUNTY LIBRARY BOARD

## 2012-2013

NAME ADDRESS PHONE	APPOINTED BY	TERM EXPIRES
<b>Ms. Judy Arnold</b> 3 N. Eades Rd. Carlton, GA 30627 (706)797-3779 <a href="mailto:jwestarnold@windstream.net">jwestarnold@windstream.net</a>	Co. Comm. in 12/2008 (ARLS rep)	Dec. 31, 2013 (1st term)
<b>VACANT</b>	Co. Comm. in 10/2010	Dec. 31, 2015
<b>Dr. Gloria J. Gabriel</b> 568 Smithonia Rd. Winterville, GA 30683 (706)742-8010 (706)207-6926 <a href="mailto:GJG568@windstream.net">GJG568@windstream.net</a>	Bd. Ed. in 10/2010	Dec. 31, 2016 (1st term)
<b>Mr. Tom Gresham (Chairman)</b> 154 Timberland Trail Arnoldsville, GA 30619 (706)742-7195 (H) (706) 546-1850 (Work) <a href="mailto:gistom@windstream.net">gistom@windstream.net</a> ARLS Board Representative	Co. Comm. in 05/01/2007 (ARLS Rep)	April 30, 2017 (2nd term)
<b>Mr. Howard Shapiro</b> PO Box 418 Lexington, GA 30648 (706)338-7348 <del>ivy@maus@aol.com</del> ivy@maus3@gmail.com (ARLS rep)	Bd. Ed. in 7/2011	July 30, 2016 (1st term)
<b>Mrs. Jean Westmacott</b> 59 Oconee Forest Rd. Stephens, GA 30667 (706) 759-3798 (H) (706) 372-1334 <a href="mailto:jeanwestmac@gmail.com">jeanwestmac@gmail.com</a>	Co. Comm. in 7/1/2011	July 30, 2016 (1st term)
<b>Mr. Samuel Nash (Vice Chair)</b> 135 E. Church St. Lexington, GA 30648 (706)338-7942 <a href="mailto:samnash1@hotmail.com">samnash1@hotmail.com</a>	Co. Comm. in 3/2006	April 30, 2015 (2nd term)

**Ms. Brenda Yeany**  
563 Hutchins Rd.  
Crawford, GA 30630  
(706)743-5947  
[ryeany@windstream.net](mailto:ryeany@windstream.net)

Co. Comm.  
in  
1/2007

not  
re-upping

April 30, 2013  
(1st term)

**Ms. Brenda Moody**  
1238 Union Point Rd.  
Stephens, GA 30667  
706-207-9319  
[bmoody1000@aol.com](mailto:bmoody1000@aol.com)  
[bmoody@athenstech.edu](mailto:bmoody@athenstech.edu)

Co. Comm.  
in  
12/2010

Dec. 31, 2013  
(filling unexpired  
term)

**Ms. Donna Boggs**  
214 East Church St.  
Lexington, GA 30643  
706-743-5193(H)  
706-583-5259(W)  
706-338-0420  
[rboggs@windstream.net](mailto:rboggs@windstream.net)

Co. Comm.  
in  
6/2012

Dec. 31, 2015  
(1st term)

**Ms. Katie Baldwin**  
342 Arnoldsville Rd.  
Arnoldsville, GA 30619  
706-743-8194(W)  
706-340-6328  
[kbaldwin@oglethorpe.k12.ga.us](mailto:kbaldwin@oglethorpe.k12.ga.us)

Bd. Ed.  
In  
6/2012

April 30, 2014  
(filling unexpired  
term)

**Ms. Kathryn Ames, Director**  
[kames@athenslibrary.org](mailto:kames@athenslibrary.org)  
(706)613-3650

**Ms. Donna Brumby, Extension Librarian**  
[dbrumby@athenslibrary.org](mailto:dbrumby@athenslibrary.org)  
(706)613-3650 x307

**Ms. Tiffany Speed, Oglethorpe County Library Branch Manager**  
[tspeed@athenslibrary.org](mailto:tspeed@athenslibrary.org)  
(706)743-8817

approved 1/18/12

**Minutes of the Oglethorpe County Library  
Board of Trustees  
October 19, 2011**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Brenda Yeany, Charles Dyer, Howard Shapiro, Gloria Gabriel, Jean Westmacott, Sam Nash, Judy Arnold

**Call to Order:** Tom Gresham

**Approval of April Minutes:** Motion by Gloria Gabriel, 2<sup>nd</sup> by Brenda Yeany

**Public Input:** none

**Friends of the Library:** Please refer to the third page of the Branch Manager's Report titled "Friends of the Library". Gloria Gabriel actually missed the last FOL meeting so Tiffany reported that due to only 2 members of the FOL in attendance, they did not have a formal meeting, but discussed briefly the Book Sale scheduled in November. Anita Turenne did set up a table of handouts, calendars, and informational pamphlets at the "Firefly Festival" this past Saturday. Gloria did mention that the Friends were still in need of volunteers for helping with the Book Sale and anyone interested could contact her. Gloria also offered to send out an email reminder with a date of the next scheduled meeting to all the Friends who have provided us with the email addresses per Tom's suggestion.

**Branch Manager's Report:** Please see attached. Tom did want to acknowledge that there have been quite a few \$100 donations to the library the past two quarters in memory of Hildegard Wilkins. The library received these donations by suggestion of her daughter, Jean Westmacott. Jean is very pleased with the amount of donors. Judy Arnold also commented on the efficiency and presentation materials Tiffany presented for the Adult Book Discussion group. She commented on how enjoyable the book discussion was and urged other Board members to join if they were able to attend the discussions.

**Regional Reports:** (Green Sheet) Mrs. Ames stated that we were at the 25% of the way through the year with our revenues slightly behind and our expenditures are very close to 25%. She did approach the Board in regards to the library not receiving funds from some of the smaller cities, noting Maxeys has not contributed since 2009 and Arnoldsville did not contribute any funds last year although the Business Office Manager, Mamie, has sent them thank you cards twice. The Board did want to pursue contacting either personally or over the phone the individual Mayors of each city. Brenda Yeany along with Jean Westmacott have volunteered to talk with Maxeys' council, Tom Gresham will approach Arnoldsville, while Howard Shapiro will speak with David Montgomery in Lexington. She also stated that the over budget on the phone bill will be offset by the check we will receive from the Universal Service Act later this fall, however we will be over budget on the "Building Maintenance" as we are a quarter of the way through and

already at 107% pointing to the fact that we were unrealistic in the cost of garbage. Mrs. Ames did point out that it was a great time to be encouraging the Friends of the Library to sell books because our state materials budget has decreased significantly. She noted that the reserve account was really healthy and felt that we were doing very well.

(Orange Sheet) Mrs. Ames noted that Oglethorpe County was one of the few counties in the system to see any increase this quarter, congratulating Tiffany and encouraging her to continue to do whatever she has been doing. She also noted that patrons were becoming aware that we also have downloadable audio books and e-books available for checkout.

(Tan Sheet) Mrs. Ames encouraged all Board members to read through the Georgia Library Laws sheet when they get a chance, but it does not include the Open Meetings Requirement. This requirement states we must post notice, let the media know of meetings, have meetings open to the public except for personnel or real estate issues, and after the meeting have some sort of summary available within three days which can consist of notes on the agenda and later have the formal minutes approved during the next meeting.

Mrs. Ames did supply a copy of the Regional Proposed Budget for Board members to see what the Finance Committee which is part of the Regional Board was faced with concerning the most recent 2% state budget reduction which on a state level resulted in \$18,549.00. She did emphasize that the most difficult decision was cutting the "materials" budget further. Four years ago, we were at 60 cents per capita, last year at 12 cents per capita and currently at 9 cents per capita. The reductions were done on a strictly per capita basis so everyone in the system received a reduction. She also emphasized the importance and significance of services which include Overdrive (downloaded e-books & audiobooks), Galileo (statewide database), McAfee (virus protection), and Deepfreeze (IT remote access helpdesk) that we have to pay for out of our materials budget. After these services are paid for, Oglethorpe is at 4 cents per capita (\$600) for purchase of new books for the year. Mrs. Ames did indicate there was a possibility that the Governor could reinstate this 2% since state revenues are going up, in which case the money will be put back into the materials budget on a per capita basis. She also urged all members who have a chance to speak with State Representatives to push for the restoration of book funds.

Donna Brumby presented Board members with a color brochure they could use when speaking with funding agencies. This brochure included statistics, quotes from Oglethorpe Library patrons, and a list of services the library has to offer the community. Jean Westmacott did mention that it would be a good idea to clarify that the 58,183 patrons visited should more accurately read 58,813 patron visits to the library. The Board was in agreement to adjust this wording on the brochure. Mrs. Ames emphasized using the quotations of particular patrons is much more effective than simply referring to a particular numbers of users. Jean Westmacott also mentioned to importance of a "Large Print" collection and the use of computers for individuals and families who do not have home computers.

**Patron Registration Form and Parent's Guide:** Gloria Gabriel had concerns that were brought up at the last Board meeting about the Patron Registration Form not clearly stating that the parents of children are responsible for the selection of material, not the library staff. Thus, resulting in a committee being formed at the Regional meeting to look at the wording and present an alternative for the Regional Board to vote on at their next meeting. Board Members were presented with that alternate Patron Registration Form which included a set of bulleted items at the bottom of the form where the parents are required to sign. Mrs. Ames also presented a "Parent's Guide to Your Child's Use of the Library" form which would further articulate the issues that have become a concern of some Board members. The Board members thought that both items were very well prepared and felt this was a definite improvement to our existing policies. Mrs. Ames did inform anyone with questions or concerns after the meeting could contact Mrs. Gloria Gabriel who originally presented this concern to the Regional Board, otherwise Gloria will report to them at the meeting that Oglethorpe County is pleased with the changes and additions.

**Left Turn Lane into Library off of U.S. 78:** Tom Gresham did want to address an older issue concerning the dangers of left hand turns into the library. The GA DOT is aware of the concerns with the situation due to a letter sent out earlier in the year and that Billy Pittard is aware and supportive of the issues discussed. The left turn issue not only involves the library, but three entities where left hand turning is dangerous and highly likely to result in car crashes. Tom did state that he would follow up with Mr. Pittard about the situation and see if any progress has been made or what the DOT has decided to do.

**Materials Reconsideration:** Tom did inquire if the extra two copies of "The Diary of a Young Girl" by Anne Frank had been catalogued and added to the system. Tiffany stated that the copies are currently available for checkout.

**Election of Executive Board Officers for calendar year 2012:** Howard Shapiro made a motion to re-elect the current officers for another year and 2<sup>nd</sup> by Gloria Gabriel. All Board Members were willing to serve an additional term. Mrs. Ames assured Board Members that the entire Board could act as the nominating committee as specified in the bylaws. With the motion and 2<sup>nd</sup>, the Board members were all in favor of the motion. The amendment of the by-laws for Executive Board Members to serve two year terms instead of a one year term will be added to the agenda for the January 2012 meeting.

**Schedule for Next Year:** Quarterly meetings are on the third Wednesday during 2012. January 18, April 18, July 18, and October 17.

**Next Meeting:** Wednesday, Jan. 18, 2012 at 4pm

**Adjournment:** Tom Gresham made motion, 2<sup>nd</sup> Gloria Gabriel by and meeting was adjourned.